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OTE-86-3501

28 MAY 1986

MEMORANDUM FOR: Chief, European Division

25X1 FROM:

[redacted]  
Director of Training and Education

SUBJECT: EUR Professional Development Program

25X1 1. [redacted]  
of our Secretarial, Administrative, and Communication Training  
25X1 Division, presented the EUR Professional Development Program in  
25X1 [redacted] 8-11 and 15-18 April 1986.  
Fifty-four students participated. [redacted]

25X1 2. This was the second such program offered by OTE. The  
first was held in the Far East in the Fall of 1985. [redacted]

3. The program, designed for EUR secretarial and  
administrative support personnel GS-07 to GS-09 in the field,  
included segments from seven of the most popular secretarial  
training courses: Management Skills for Secretaries and  
Administrative Assistants, Employee Development Course,  
Supervisory Skills for Secretaries, Stress Management, Time  
Management, Getting Your Ideas Across, and Career Management.  
These segments were distributed over the four days as follows:

- Expectations for the course, class introductions,  
and program overview;
- Personal awareness and a discussion of the Myers  
Briggs Type Indicator, types and temperaments,  
values and behaviors, and stress management;

25X1 [redacted]  
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- Communication at the workplace, interpersonal relations, time management, and the dynamics of the group process;

25X1 - Personal and professional development.

5. The training was extremely well received. Each participant said either orally or in writing how grateful she was for the training and for the chance to meet other overseas personnel, to share her experiences, and, not least, to be recognized as an important member of the Station team. Our conversations with the participants lead us to believe there is a definite need to continue this training for overseas personnel.

25X1 6. We thank EUR Division personnel for their fine administrative support. Our special thanks to two of the

25X1 without whose help we would have had great difficulty running our program.

25X1 Attachments

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C/ASB/SACTD:  (27 May 1986)

25X1

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